

STATINTL

Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3

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| APPROVED FOR RELEASE 2014/06/22 : CIA-RDP78-07317A000 | | SCHEDULE NO. 100180011-3 3400-73 |
| OFFICE, DIVISION, BRANCH | | CONCURRENCE |
| O/Logistics Office of the Director | | SIGNATURE |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | TITLE DATE |
| | supersedes Schedule 34-69A Office of the Director | |
| | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| | | STATINTL [REDACTED] |
| | | APPROVED: - [REDACTED] 07/06/73 |
| | | Chief Records Administration Branch |

CROSS REFERENCE SHEET

Office of Logistics Records Control Schedule 3400
Office of the Director

| Old Schedule (Jun 69) Item | New Schedule (Nov 73) Item |
|--|----------------------------------|
| 1 | 1 |
| 2 | 2 |
| 3 deleted transferred to schedule 3400.01 | |
| 4 | 3 |
| 5 | 4 New item 5 |

Office of Logistics Records Control Schedule 3400.01
Executive Office

| Old Schedule (Jun 69) Item | New Schedule (Nov 73) Item |
|--|--|
| 1 deleted - to be incorporated in another schedule (in draft stage) | |
| 2 | 1 2 thru 5 New items (Item 5 was previously item 3 in 3400) |

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| | | SCHEDULE NO. 3400-73 CONCURRENCE [REDACTED] | |
| OFFICE, DIVISION, BRANCH Office of Logistics, Office of the Director | | SIC [REDACTED] ATINTL TITLE Director of Logistics DATE 14 NOV 1973 | |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 1. | <u>Chrono Files</u> Copies of memoranda and documents originated, signed, concurred, or approved by the Director or Deputy Director of Logistics. Filed chronologically. (Not official files). | | Temporary. Cut off at end of calendar year. Retain 1 year and destroy. |
| 2. | <u>General Personnel Data</u> Various documents pertaining to OL personnel, such as recommendations for assignment, promotion, QSI's, conduct, retirement, and papers of a general personnel nature. | | Temporary. Retain for reference purposes 1 year and destroy. Originals or official papers are sent to P&TS for incorporation in official files. See Schedule 3402. |
| 3. | <u>General - Project Files</u> Files consist of all documentation, background material, working papers, drafts, related papers, etc., on current projects being worked on or monitored by the D/L and DD/L. | | Temporary. Upon completion or termination of the project, official files and papers are forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed. |
| 4. | <u>KY-3 Files</u> File consists of cards, directory, operating manual, crypto accountability records, etc. used in connection with the operation of the KY-3. | | Temporary. Destroy when superseded or no longer needed. (Original is office of record) RD 11-27-73 |

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|---|--|---|
| 5. | <p>Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3</p> <p><u>Reference Material</u></p> <p>Administrative - Internal Use Only</p> <p>a. Various publications, pamphlets, books, directories, etc. used for ready reference.</p> <p>b. <u>OGC Reference Material</u></p> <p>Law books and other publications used by the representative of the Office of General Counsel in administering the legal aspects of logistics matters.</p> | <p>Administrative - Internal Use Only</p> | <p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Destroy when superseded or no longer needed.</p> |

Administrative - Internal Use Only

| <p style="text-align: center;">Approved For Release 2001/07/12 : CIA-RDP78-07317A000100180011-3</p> | | <p style="text-align: center;">SCHEDULE NO. 3400.01 CONCURRENCE 3400.01 TINTL</p> | |
|---|--|---|---|
| <p>OFFICE, DIVISION, BRANCH Office of Logistics, Executive Office</p> | | <p>SI [REDACTED]</p> | <p>DATE Director of Logistics 14 NOV 1973</p> |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 1. | <u>Chrono Files</u> Copies of memoranda and other documents prepared by the Executive Office used for ready reference. | | Temporary. Cut off at end of each calendar year. Retain 1 year and destroy. |
| 2. | <u>Administrative Files</u> Files containing material on Ames Center parking spaces, Blood Donor program, Bond Drives, etc. | | Temporary. Retain a 1-year level, destroy balance. |
| 3. | <u>Weekly Activity Reports</u> Copies of weekly activity reports submitted to the DD/M&S. | | Temporary. Retain in current file area 6 months then forward to R&S Branch for incorporation in D/L official files. (See schedule 3400.02 Item 1) |
| 4. | <u>Project Working Files</u> Files consist of all documentation, background material, working papers, drafts, etc. on current projects and studies being handled and monitored by the EO, AEO and SA/D/L. | | Temporary. Upon completion or termination of the project, official files are either incorporated in the D/L files maintained in R&S Br. or forwarded to appropriate Staff or Division responsible for the project. Balance of material to be destroyed. |
| 5. | <u>Document Control Files</u> Form 238 "Document Control Ticket" used as a log to record receipt, routing, control and dispatch of all incoming and outgoing correspondence in the Executive Office and the Office of the Director. | | Temporary. Cut off at end of calendar year. Retain 1 year and destroy. |
| <p>Administrative - Internal Use Only</p> | | | |

| <p style="text-align: center;">Approved For Release 2001/07/12 : CIA-RDP78-07317A00018001139</p> <p style="text-align: center;">SECRET</p> | | | <p>SCHEDULE NO. 00180011-3 34-69-A</p> <p>CONCURRENCE</p> <p>SIGNED: [REDACTED] DATE Director of Logistics 19 JUN 1969</p> |
|---|---|-----------------------|---|
| <p>OFFICE, DIVISION, BRANCH Office of Logistics, Executive Office</p> | | | <p>SIGNATURE 25X1A</p> |
| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
| 6. | <p><u>Employees' Suggestions</u></p> <p>a. Copies of comments, memoranda, etc. regarding employees' suggestion. Filed by suggestion number. 1967 - 1969.</p> <p>b. Log of employees' suggestions received, subject, to whom assigned for evaluation, etc.</p> | 0.5 0.1 | <p>Temporary. Cut off at the end of each year. Retain two years and destroy.</p> <p>Temporary. Cut off at the end of each year. Retain two years and destroy.</p> |
| 7. | <p><u>Chrono Files</u></p> <p>Copies of memoranda and other documents prepared by the Executive Office used for ready reference. 1968 - 1969.</p> | | <p>Temporary. Cut off each three months. Retain six months and destroy.</p> |